



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING


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MEMORANDUM

#11-08

TO: All Department and School Fiscal Officers
FROM: Kristopher Knight, Director 
DATE: March 3, 2011
SUBJECT: Monthly First State Financials Close-Out Schedule for FY11

The Division of Accounting created the following schedule detailing the timing of the month end close process for the remainder of the fiscal year. Month end close has been moved to Friday to ensure that the closing process does not interfere with the daily activities of our End Users. Please note that the system will be down from 7:00 p.m. on Friday to 12:00 p.m. on Saturday for the dates indicated below.

<u>Month</u>	<u>Month End Close</u>	<u>Report Posted to Document Direct</u>
Feb	03/04/11	03/05/11
Mar	04/08/11	04/09/11
Apr	05/06/11	05/07/11
May	06/03/11	06/04/11

KEK: eeg